

**To Apply: Submit the following to: [BI\\_Community.Supervision@tn.gov](mailto:BI_Community.Supervision@tn.gov).**

**Tennessee Department of Correction**  
**Division of Community Supervision**  
**Davidson County**

**JOB ANNOUNCEMENT:** Executive Administrative Assistant 2, Executive Service, Grade 108, Salary Range \$3737 to \$6727.

This position will act as the Community Supervision Analytics Specialist, with responsibility for turning data into information, information into insight and insight into recommendations for strategic planning decisions for Community Supervision. The position will be responsible for the Community Supervision Customer Focused Government reporting requirements, ongoing development and analysis of the Community Supervision Compstat Report, and tracking and monitoring a wide variety of Community Supervision data.

The position provides support for the implementation of accountability strategies, both for staff and systems, including the development of outcome measures. This position will analyze data and processes to assist in creating efficiencies within Community Supervision, as well as identifying and analyzing trends and patterns. This position requires the ability to prepare well-written reports, deliver professional presentations, and a familiarity with spreadsheets and databases. The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

**Minimum Qualifications:**

- Bachelor's Degree with a demonstrated background in research, writing and analytical coursework. A degree in Mathematics, Economics, Computer Science, Information Management or Statistics preferred.
- Three (3) years' work experience with a strong administrative background, executing business processes

- Strong analytical abilities and web-based research skills, as well as demonstrated experience in performing administrative tasks using automated systems
- Probation or parole experience preferred

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- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to experience in strategic planning and data compilation and analysis
- Include salary history and requirement

Closing: Applications will be accepted until the position is filled.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.